

# OFFICE OF FINANCIAL MANAGEMENT

## BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

*Performance Measure Tracking (PMT) System*

*Performance Measure Review and Approval for  
OFM Staff*

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Version 1.2 Final  
July 2005



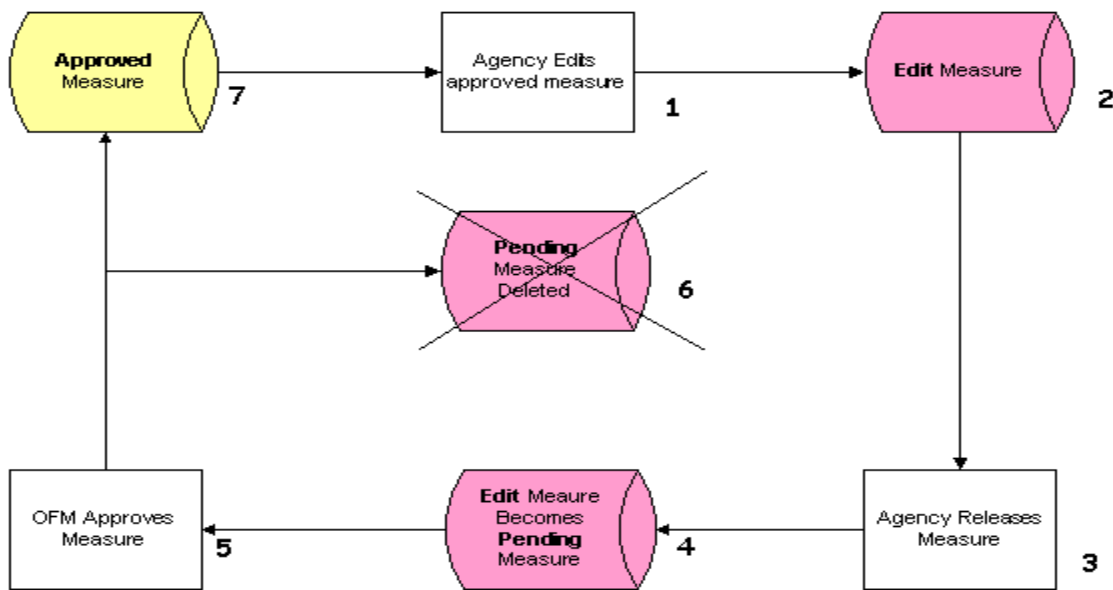
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## Lesson 1 – Navigating Performance Measures

PMT provides the ability to filter performance measures based on program or status. Status is determined by the system depending on the last action taken on a performance measure and a measure may have more than one status. The below diagram and narrative explain the status concept using just one example of status changes. The PMT Filter option allows you to change the type of measure you are viewing from the default (e.g., view approved instead of pending to see the last approved copy). This lesson will walk through the filter options to give you practice with status, program, and the filter.

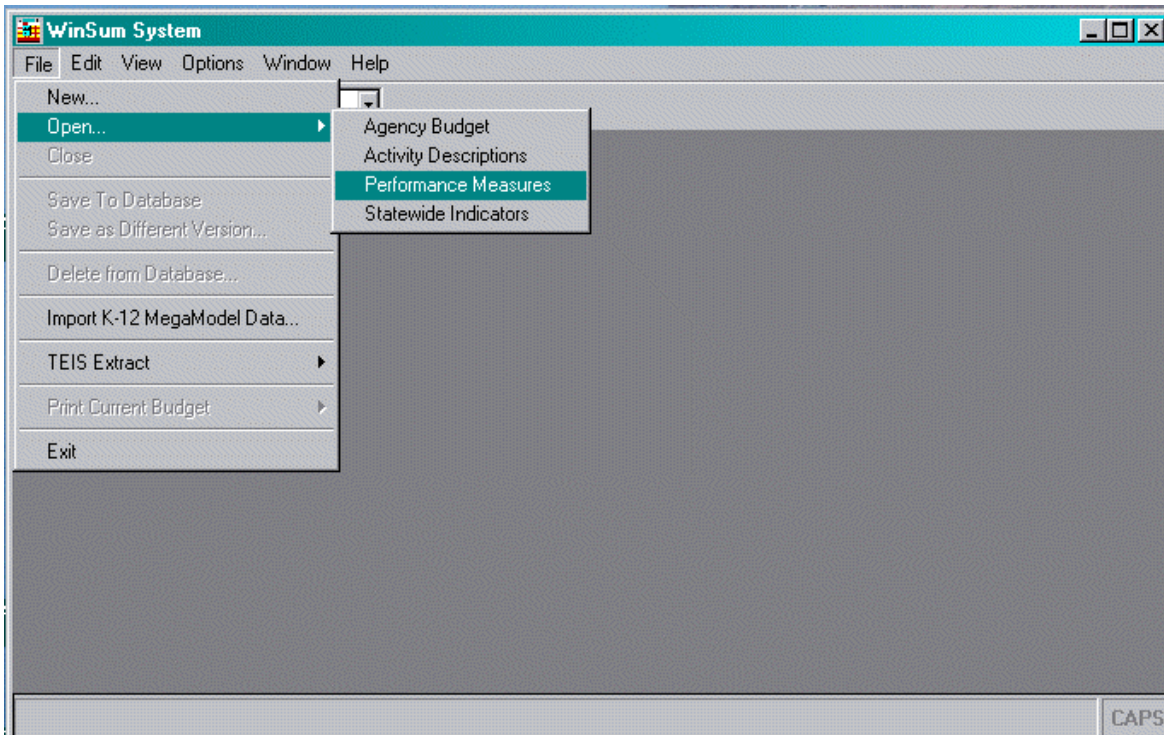


1. Agency makes a change to an **Approved** measure.
2. A copy of the **Approved** measure is made and saved as an **Edit** copy. There are now two instances of the performance measure, **Approved** and **Edit**.
3. The agency releases the **Edit** measure to OFM.
4. The **Edit** measure is updated with a status of **Pending**. There are still two copies of the measure, **Approved** and **Pending**.
5. OFM approves the **Pending** measure.
6. The **Pending** measure becomes **Approved**.
7. There is now only one copy of the performance measure, **Approved**.

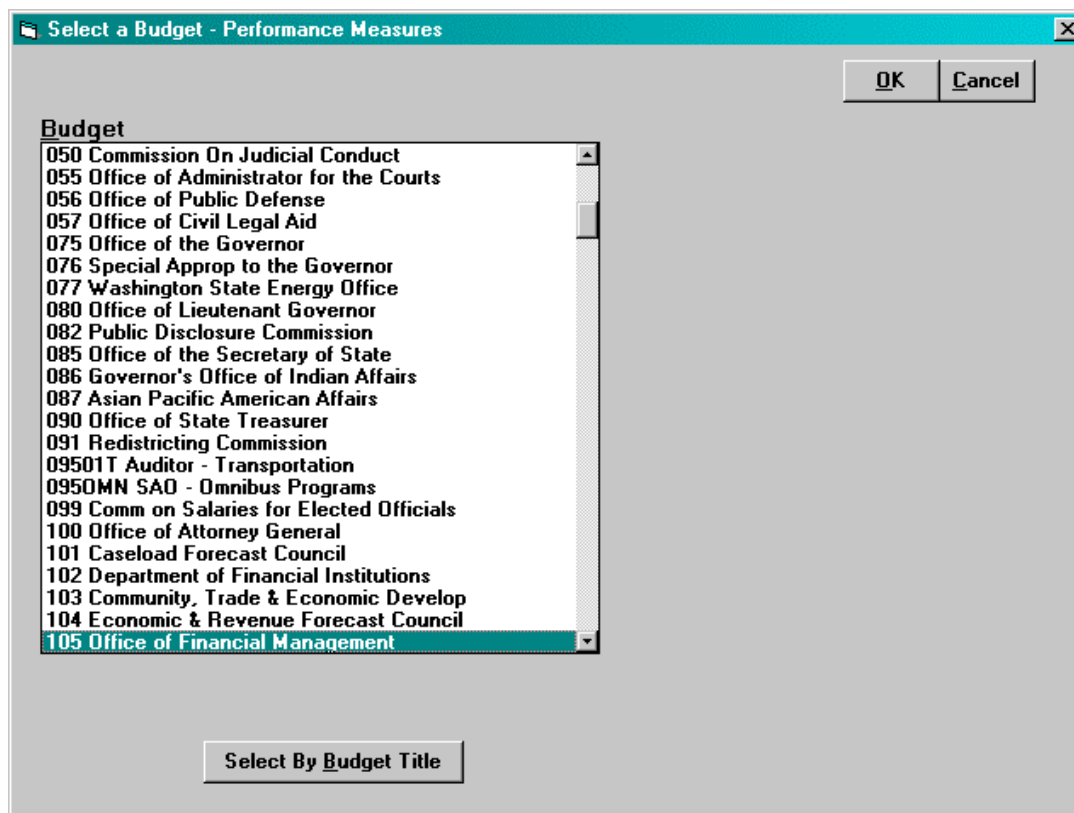
### Performance Measure Status Definitions:

- **Approved** – Submitted by the agency and approved by the budget analyst
- **Unapproved** – Submitted by the agency and not approved by the budget analyst
- **Pending** – Submitted by the agency, no action yet by the budget analyst
- **OFM Inactive** – Was previously an approved measure. Tracking is no longer required by the agency or reported by OFM.
- **Edit** – Agency is in the process of editing an existing measure or is a new measure. Measures in edit status are not visible to OFM staff.

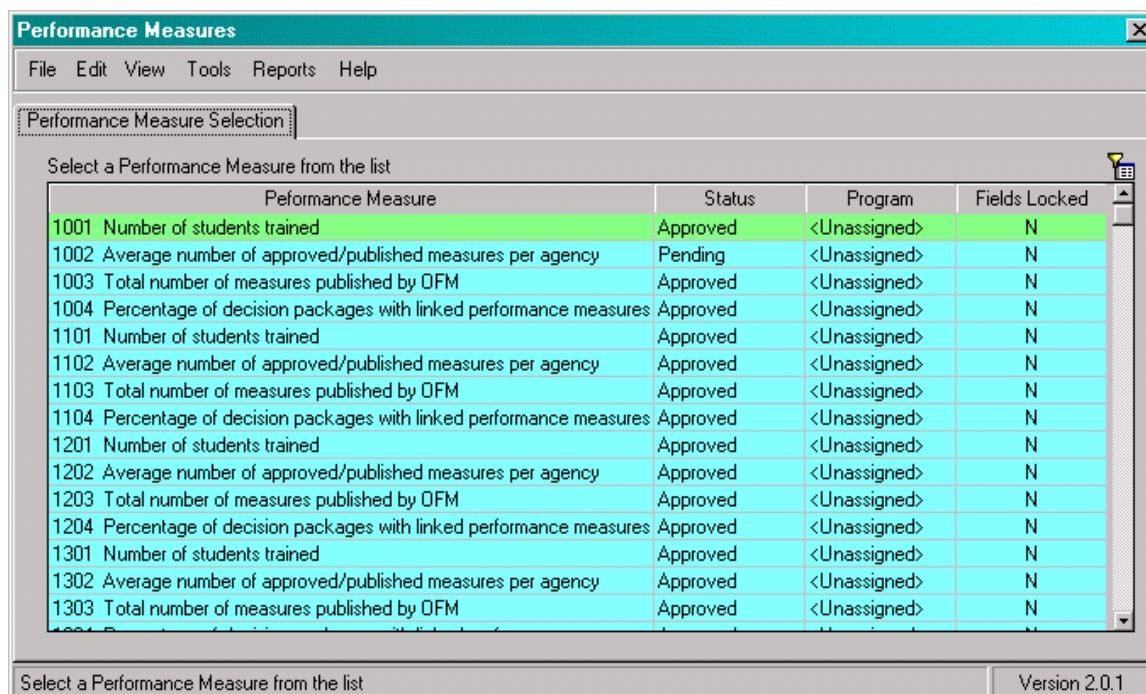
1. Open Winsum.



2. Select **File / Open / Performance Measures** from the **WinSum Menu** bar.



3. Select the agency you want to work with and click **OK**.



4. Select **View / Set Performance Measure Filter**.

**Performance Measure Filter**

Status Filter | Program Filter

Select the Statuses to display

Included	Status
<input checked="" type="checkbox"/>	Approved
<input checked="" type="checkbox"/>	Pending
<input type="checkbox"/>	OFM Inactive

OK

Cancel

Select All

Clear All

5. Select to view only **OFM Inactive** measures.
6. Click **OK**.

**Performance Measures**

File Edit View Tools Reports Help

Performance Measure Selection

Select a Performance Measure from the list

Performance Measure	Status	Program	Fields Locked
1002 Average number of approved/published measures per agency	OFM Inactive	<Unassigned>	N
1005 POG Measures	OFM Inactive	<Unassigned>	N
1006 POG Measures	OFM Inactive	<Unassigned>	N
1010 Fastrack Reports	OFM Inactive	<Unassigned>	N
1020 Travel Voucher System Vouchers	OFM Inactive	<Unassigned>	N
8010 Hands-off Payments	OFM Inactive	<Unassigned>	N
8020 Electronic Payments	OFM Inactive	<Unassigned>	N

Select a Performance Measure from the list

Version 2.0.1

7. Reselect **View / Set Performance Measure Filter**.
8. Select only **Pending** and **Approved** statuses and click **OK**.



**Performance Measures**

File Edit View Tools Reports Help

Performance Measure Selection

Select a Performance Measure from the list

Performance Measure	Status	Program	Fields Locked
1001 Number of students trained	Approved	<Unassigned>	N
1002 Average number of approved/published measures per agency	Pending	<Unassigned>	N
1003 Total number of measures published by OFM	Approved	<Unassigned>	N
1004 Percentage of decision packages with linked performance measures	Approved	<Unassigned>	N
1101 Number of students trained	Approved	<Unassigned>	N
1102 Average number of approved/published measures per agency	Approved	<Unassigned>	N
1103 Total number of measures published by OFM	Approved	<Unassigned>	N
1104 Percentage of decision packages with linked performance measures	Approved	<Unassigned>	N
1201 Number of students trained	Approved	<Unassigned>	N
1202 Average number of approved/published measures per agency	Approved	<Unassigned>	N
1203 Total number of measures published by OFM	Approved	<Unassigned>	N
1204 Percentage of decision packages with linked performance measures	Approved	<Unassigned>	N
1301 Number of students trained	Approved	<Unassigned>	N
1302 Average number of approved/published measures per agency	Approved	<Unassigned>	N
1303 Total number of measures published by OFM	Approved	<Unassigned>	N

Select a Performance Measure from the list

Version 2.0.1

9. Review the list and take note that each measure only appears once although based on the diagram above there should be two measures for the measure with a pending status. *Note: PMT assumes a hierarchy of how to display measures so you see only one copy when multiple statuses have been selected in the filter. The filter allows you to establish the status you want by setting the statuses to view by selecting one status at a time.*
10. Open the first measure in the list.

**Performance Measures**

File Edit View Tools Reports Help

Code: 1001 Short Title (Non-Published): Number of students trained

Performance Measure Detail Performance Measure Tracking

Status: Approved Type: Output Unit: Number Program: <Unassigned> ☒ Publish


Statement of Measure (Published): The number of students completing formal PMT training.

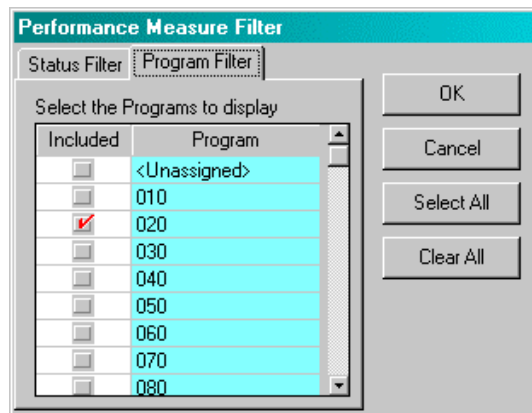
Footnotes (Published): Update footnote to explain periodic spikes; "Quarters 1 and 7 are expected to realize an increase based on the business cycle for performance measures estimating and budget development.

Other Notes (Non-Published):

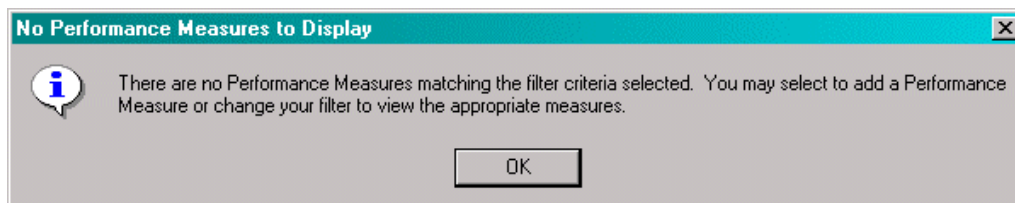
Edit Performance Measure Detail

Version 2.0.1

11. Use the navigation arrows on either side of the performance measure **Code** to scroll through the measures. Notice that you do not scroll to measures with a status of **OFM Inactive** since they were not selected as part of the filter.
12. Select the **View / Set Performance Measure Filter**.
13. Select the **Program Filter** tab.  *Note: Programs available for selection are defined by programs in AFRS.*




14. Select to filter on a single **Program** and click **OK**.



15. You will need to re-filter when you have filtered to a combination that is not available when in the **Performance Measure Detail** screen.

**Agency: 105**

File Edit View Tools Reports Help

Code Short Title (Non-Published) 

Performance Measure Detail Performance Measure Tracking

Status Type Unit Program

Statement of Measure (Published) Footnotes (Published)

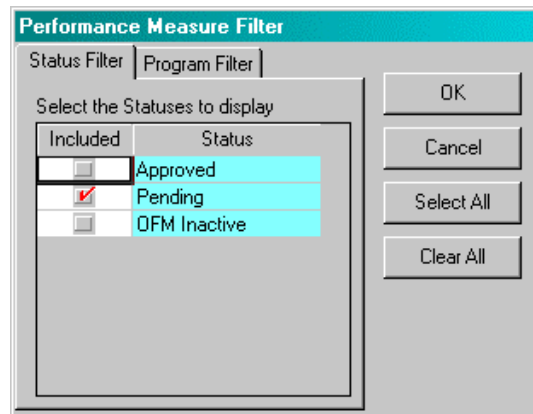
Other Notes (Non-Published)

No Performance Measures Available Version 2.0.1

## Lesson 2 – Review Measures to Approve or Unapprove

When an agency chooses to **Release** performance measure data it submits all new or edited measures to OFM with a status of Pending. The OFM analyst will need to review all Pending measures to approve or unapprove for the changes to be finalized.

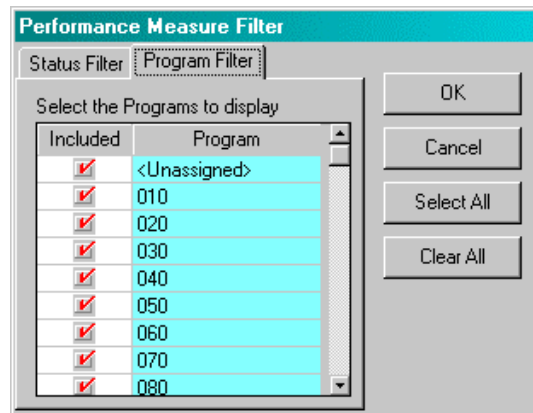
1. Select **View / Set Performance Measure Filter**.



The dialog box is titled "Performance Measure Filter". It has two tabs: "Status Filter" (selected) and "Program Filter". Under "Status Filter", there is a section "Select the Statuses to display" with a table. The table has two columns: "Included" and "Status". The "Status" column lists "Approved", "Pending", and "OFM Inactive". The "Included" column has checkboxes: "Approved" is unchecked, "Pending" is checked with a red checkmark, and "OFM Inactive" is unchecked. To the right of the table are four buttons: "OK", "Cancel", "Select All", and "Clear All".

Included	Status
<input type="checkbox"/>	Approved
<input checked="" type="checkbox"/>	Pending
<input type="checkbox"/>	OFM Inactive

2. Select to view only **Pending** measures and select the **Program Filter** tab.



The dialog box is titled "Performance Measure Filter". It has two tabs: "Status Filter" and "Program Filter" (selected). Under "Program Filter", there is a section "Select the Programs to display" with a table. The table has two columns: "Included" and "Program". The "Program" column lists "<Unassigned>", "010", "020", "030", "040", "050", "060", "070", and "080". The "Included" column has checkboxes, all of which are checked with a red checkmark. To the right of the table are four buttons: "OK", "Cancel", "Select All", and "Clear All".

Included	Program
<input checked="" type="checkbox"/>	<Unassigned>
<input checked="" type="checkbox"/>	010
<input checked="" type="checkbox"/>	020
<input checked="" type="checkbox"/>	030
<input checked="" type="checkbox"/>	040
<input checked="" type="checkbox"/>	050
<input checked="" type="checkbox"/>	060
<input checked="" type="checkbox"/>	070
<input checked="" type="checkbox"/>	080

3. Click the **Select All** button and click **OK**.


**Performance Measures**

File Edit View Tools Reports Help

Code: 2004 Short Title (Non-Published): Percentage of decision packages with linked performance measures


Performance Measure Detail | Performance Measure Tracking

Status: Pending Type: Outcome Unit: Percent Program: <Unassigned> ☒ Publish

Statement of Measure (Published): The percentage of agency submitted decision packages that include links to approved/published decision packages. |  Footnotes (Published): Includes proposed measures that were approved with the agency budget submittal.

Other Notes (Non-Published):

Edit Performance Measure Detail Version 2.0.1

- Find a field with a  (splat mark) indicating that there is a difference from the approved value of the field and this new pending value.

**Text Compare**

Statement of Measure Compare

Last Approved Value (Read-only): The number of agency submitted decision packages that include links to approved/published decision packages.

Pending Value (Read-only): The percentage of agency submitted decision packages that include links to approved/published decision packages.

Return

- Review the text for differences and click **Return** when finished.
- Go to the **Performance Measure Tracking** tab to see if there is a change to review in tracking and click on the indicator if so.

Tracking Amounts Compare

Biennium

2005-07\*

2003-05

2001-03

1999-01

1997-99

1995-97

1993-95

Last Approved Values (Read-only)

	Estimate	Actual	Date	Comments (Published)
Q1	100.00	90.00	09/30/2005	Overestimated training needs for initial rollup.
Q2	120.00	0.00		
Q3	130.00	0.00		
Q4	100.00	0.00		
Q5	100.00	0.00		
Q6	100.00	0.00		
Q7	100.00	0.00		
Q8	100.00	0.00		

Pending Values (Read-only)

	Estimate	Actual	Date	Comments (Published)
Q1	90.00	90.00	09/30/2005	Overestimated training needs for initial rollup.
Q2	100.00	0.00		
Q3	100.00	0.00		
Q4	100.00	0.00		
Q5	100.00	0.00		
Q6	100.00	0.00		
Q7	100.00	0.00		
Q8	100.00	0.00		

Return

7. Note the differences in amounts for each Biennium with an \* and click **Return** when complete.
8. **Unapprove** – Select **Edit / Change Status / Unapproved** to unapprove the measure.
9. Select **File / Save Changes** once you have changed the status.

Comments

Enter analyst comments to submit to agency

Do not change your initial targets to match the actual measures. We want to compare how close to your initial estimates the measure comes to.

OK Cancel

10. Enter comments for the reason for not approving the performance measure in the provided text box. This information will be e-mailed to all of the agency's staff with authority to

release performance measure data indicating the measure was not approved, including this comment, so that they will know how to respond. Click **OK** when done.

11. Navigate to the next measure requiring review.

The screenshot shows the 'Performance Measures' application window. The 'Edit' menu is open, and the 'Change Status' option is selected, showing a submenu with 'Approved' and 'Unapproved'. The 'Performance Measure Detail' tab is active. The 'Status' dropdown is set to 'Pending'. The 'Type' dropdown is set to 'Outcome'. The 'Unit' dropdown is set to 'Number'. The 'Program' dropdown is set to '<Unassigned>'. The 'Publish' checkbox is checked. The 'Statement of Measure (Published)' text area contains the text: 'The number of performance measures by program performance measures submitted to, approved, and published by ofm that support the Priorities of Government statewide result areas t'. The 'Footnotes (Published)' text area contains the text: 'Does not include measures that are not published'. The 'Other Notes (Non-Published)' text area is empty. The bottom status bar shows 'Edit Performance Measure Detail' and 'Version 2.0.1'.

12. **Approve** – After you have compared the changes and determined that the measure is good to be approved, select **Edit / Change Status / Approved**.

13. Select **File / Save Changes** to save the approval. In this case no e-mail will be sent to agencies and you will not be required to enter any comments.

14. Navigate through all **Pending** measures to **Approve** or **Unapprove** as necessary.

15. Measures may be given a status of OFM Inactive meaning it will no longer be tracked or published.

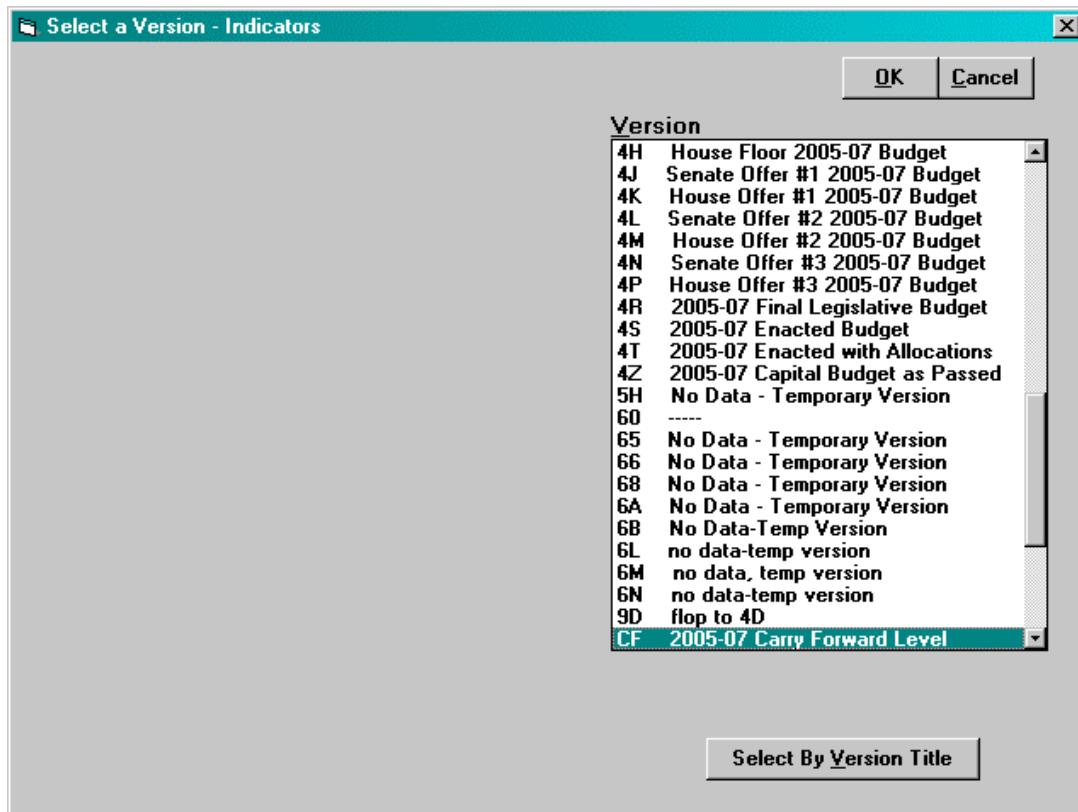
16. OFM Budget Operations has the ability to uncheck the **Publish** flag for measures that should be tracked but will not be published by OFM.

17. OFM Budget Operations has access to edit a performance measure in case of an emergency. When any changes are saved, notification is sent to the agency with detail of all changes made. These measures will stay in approved status.

### Lesson 3 – Statewide Indicators

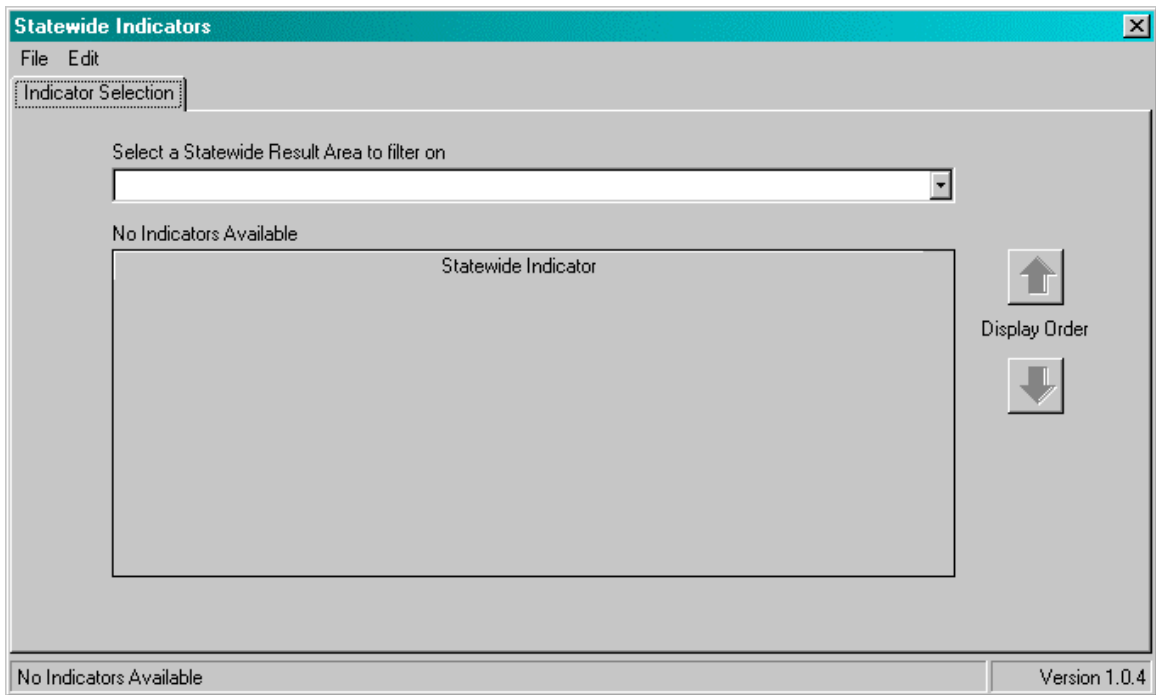
PMT allows OFM Budget Operations users to add, edit, and publish statewide indicators that relate to Statewide Result Areas and Categories. Indicators must always relate to a version to ensure the proper relationships to Result Areas and Categories. This lesson will explore adding an Indicator to get a feel for the screens.

1. Select **File / Exit Performance Measures** from the **PMT menu bar**.
2. Select **File / Open / Statewide Indicators** from the **WinSum menu bar**.

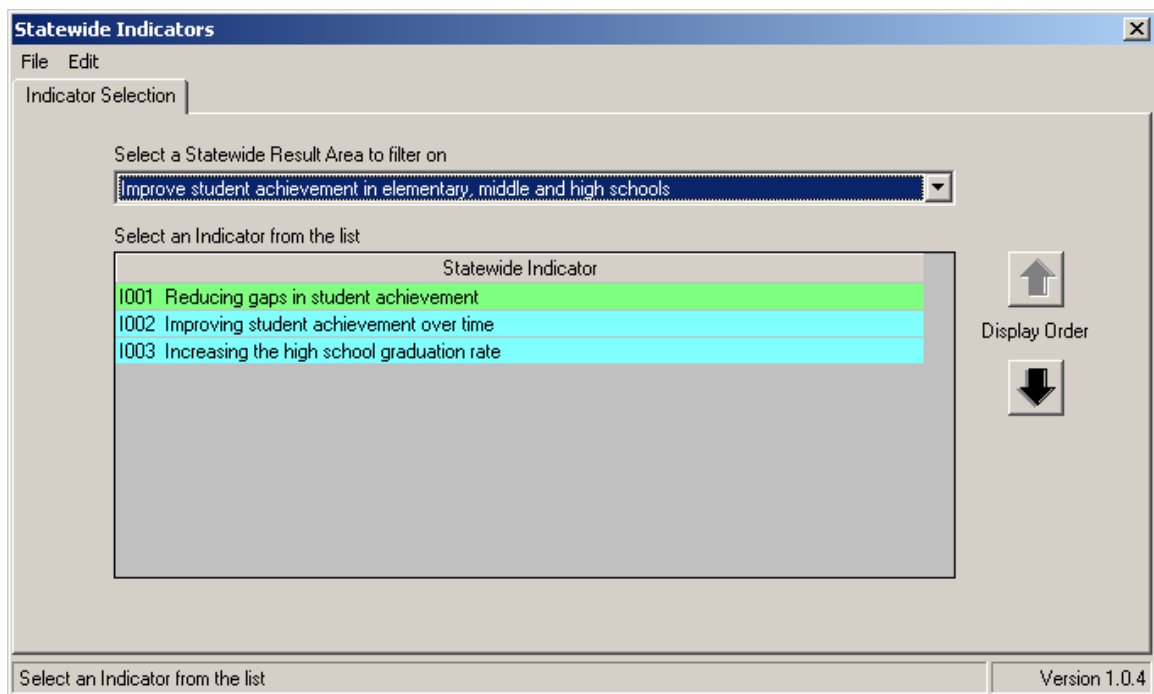


3. Select a version with current Statewide Result Areas and Categories and click **OK**.





4. Use the dropdown box to select a **Statewide Result Area** you want to view indicators for or select **<All Result Areas>** for all statewide indicators.



5. You can use the **Display Order** buttons on the right to shift the order of the indicators, which will drive the order of display for reports.
6. Select **Edit / Add Indicator** to add a new Statewide Indicator.

**Statewide Indicators**

File Edit View

Code: 1007 Short Title (Non-Published): Index of State Energy Prices

Indicator Detail | Indicator Category Relationships | Indicator Tracking Amounts

Indicator Statement of Measure (Published): Index of State Energy Prices including Coal, Natural Gas, Petroleum, Wood, Nuclear Fuel, Electricity

Type: Outcome Unit: Percent ☒ Active ☒ Publish

Other Notes (Non-Published):

Footnotes (Published): This index is constructed from the composite price of all energy sources consumed in the state.

Related Statewide Result Areas ☐ Selected Items Only

Supported	Title
<input checked="" type="checkbox"/>	Improve statewide mobility of people, goods, infor...
<input type="checkbox"/>	Improve the safety of people and property
<input type="checkbox"/>	Improve the quality of Washington's natural resour...
<input type="checkbox"/>	Improve cultural and recreational opportunities thr...
<input type="checkbox"/>	Improve the ability of State Government to achiev...

Enter Detail for the New Indicator Version 1.0.4

7. Input data as needed for the new indicator on the **Indicator Detail** tab. You will need to uncheck the **Selected Items Only** box to see the full list of **Statewide Result Areas** to mark one as supported.
8. Click on the **Indicator Category Relationships** tab.

**Statewide Indicators**

File Edit View

Code: 1007 Short Title (Non-Published): Index of State Energy Prices

Indicator Detail | Indicator Category Relationships | Indicator Tracking Amounts

Related Statewide Categories ☐ Selected Items Only

Supported	Title
<input type="checkbox"/>	Offer university services to the community
<input type="checkbox"/>	Plan mobility systems
<input type="checkbox"/>	Construct mobility systems that improve the flow of people and goods
<input checked="" type="checkbox"/>	Enhance systems that provide access to information and energy
<input type="checkbox"/>	Operate mobility systems
<input type="checkbox"/>	Maintain mobility systems
<input type="checkbox"/>	Manage damage to the environment
<input type="checkbox"/>	Preserve and restore natural systems and the environment
<input type="checkbox"/>	Harvest the value of the state's natural resources
<input type="checkbox"/>	Obtain data on which to make better decisions
<input type="checkbox"/>	Increase public knowledge and education about the environment
<input type="checkbox"/>	Confine and rehabilitate offenders
<input type="checkbox"/>	Prevent crime

Enter Detail for the New Indicator Version 1.0.4

9. Uncheck the **Selected Items Only** box to see the full list of **Categories**.
10. Click to check the **Supported** column for each category that this indicator supports.
11. Click on the **Indicator Tracking Amounts** tab.
12. Select **Edit / Add Prior Biennium** from the PMT menu bar and repeat until you have all years with amounts to report.

Statewide Indicators

File Edit View

Code: I007 Short Title (Non-Published): Index of State Energy Prices

Indicator Detail | Indicator Category Relationships | **Indicator Tracking Amounts**

Biennium	Indicator Tracking Amounts (Percent)	Estimate	Actual	Date	Comments (Published)
2001-03					
1999-01*	Q1	0.00	0.00		
	Q2	0.00	105.10		
	Q3	0.00	0.00		
	Q4	0.00	0.00		
	Q5	0.00	0.00		
	Q6	0.00	126.90		
	Q7	0.00	0.00		
	Q8	0.00	0.00		

Enter Detail for the New Indicator Version 1.0.4

13. Select a biennium for entering amounts and enter amounts in the appropriate Estimate or Actual column for the appropriate quarters.
14. Select **File / Save Changes** when all data for the indicator is entered.

## Lesson 4 – Run a Performance Measure Report

Performance Progress reports are available for viewing performance measures tracking and actuals. These reports are available in the Enterprise Reporting (aka Fastrack) system. This system allows more flexibility in the development of reports and reporting options. This lesson will explore running reports using Enterprise Reporting.

### Very important note regarding reports

Reports use activities as found in Activity Descriptions. You will need two things to get proper reporting from the system.

1. You must know the version in WinSum that has the most up to date Activity Descriptions and performance measure links. This will likely be the version that OFM is using for collecting the Enacted Recast by Activity.
  2. Performance measures must be linked to an activity in the WinSum version. You will need to make sure any newly added performance measures were properly linked to an activity before running reports.
- 
1. Select **Reports / Launch Enterprise Reporting** from the **menu** bar. *Note: It is not required that you go to WinSum to get performance measure reports. You can go straight to Enterprise Reporting with your browser and log in as you normally would for Fastrack reports.*

Agency: 105

File Edit View Tools **Reports** Help

Performance Measure Selection **Launch Enterprise Reporting**

Select a Performance Measure from the list

Performance Measure	Status	Program	Fields Locked
1001 Number of students trained	Pending	<Unassigned>	N
1002 Average number of approved/published measures per agency	Pending	<Unassigned>	N
1003 Total number of measures published by OFM	Pending	<Unassigned>	N
1004 Percentage of decision packages with linked performance measures	Pending	<Unassigned>	N

Select a Performance Measure from the list

Version 2.0.1

2. Enter your Enterprise Reporting login ID and password on the login screen and login.

Enterprise Reporting - Logon - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <http://reporting.ofm.wa.gov/logonform.csp?actic> Go Links Alpha Archives Dev List Mgmt

**Welcome to Washington State's Enterprise Reporting**

*What's New?*  
[User's Guide](#)  
[References](#)

*Help Desk: (360) 664-7791*

*Contact Support*  
[New User](#)  
[Privacy Notice](#)

**Home of the FASTRACK Financial Reports,  
 TALS Expenditure Authority Reports, and  
 TVS Performance Report**

User Name:

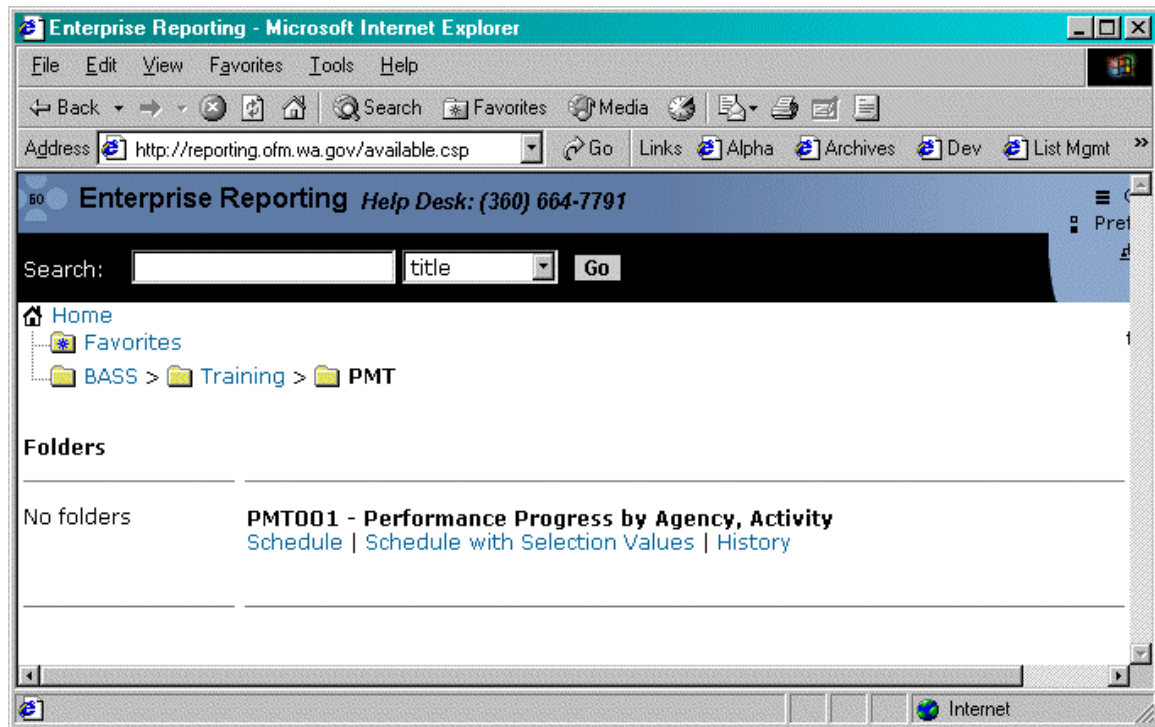
Password:

Authentication:

**Log On**

Done Internet

3. Select the **BASS** then **PMT** folder.
4. Click on **Schedule** from the **PMT001** report.



5. Select the values needed to run your report in the dropdown boxes and when all selections are made click any of the **Add** buttons. *Note: Clicking the **Add** button next to any field will add all selections made in this screen to the report parameters.*

**Example**

**Budget Period – 2005-07**

**Agency – 105**



**Version – TR**

**Status – PE - Pending**

**Default values on the remaining selections**

Enterprise Reporting - Schedule - Microsoft Internet Explorer

## Schedule

 Schedule |  Cancel

**Budget Period:**  
 New value:    
 Current value: 2005-07

---

**Agency:**  
 New value:    
 Current value: 105

---

**Program:**  
 New value:     
 Current value: \*

---

**Version:**  
 New value:     
 Current value:



---

**Status:**

- Click **Schedule** in the upper right hand corner of the screen.

Enterprise Reporting - History - Microsoft Internet Explorer

## History


 Refresh |  Cancel

PMT001 - Performance Progress by Agency, Activity

Status:  User:  Date:

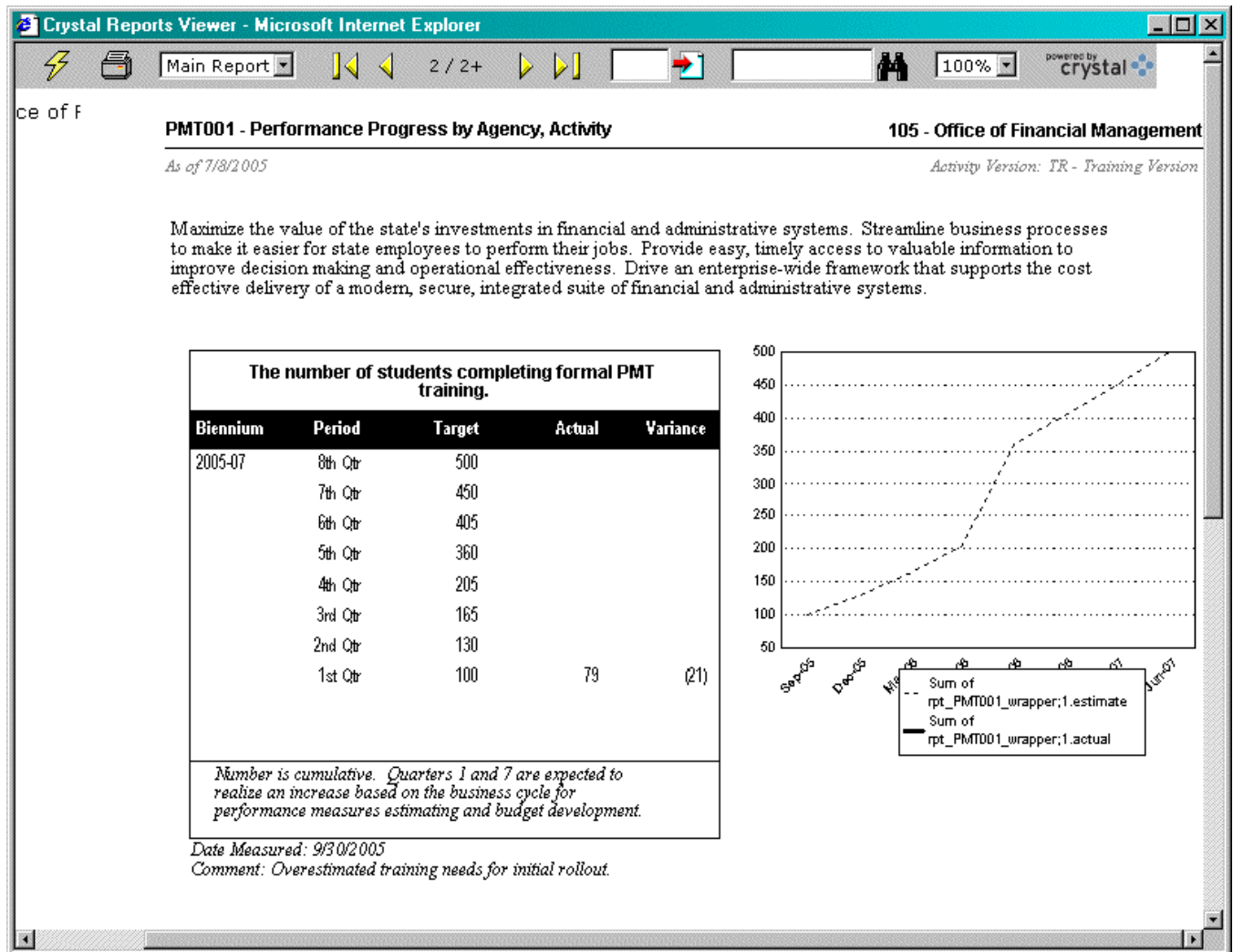
---

Instances: 1

▼ Instance Time:	Run By:	Parameters/Reschedule:	Format:	Status: Selected:
 7/8/2005 2:42:17 PM	train105	; 2005-07; 105; *; TR; OI; 2005-07; Y; Y; Y; A <a href="#">ReSchedule</a>   <a href="#">ReSchedule with Selection Values</a>	Crystal Report	Pending <input type="checkbox"/>

- Wait a few moments and click **Refresh**, repeat until the report status indicates **Success**.

8. Click on the **Instance Time** once the status is **Success**.



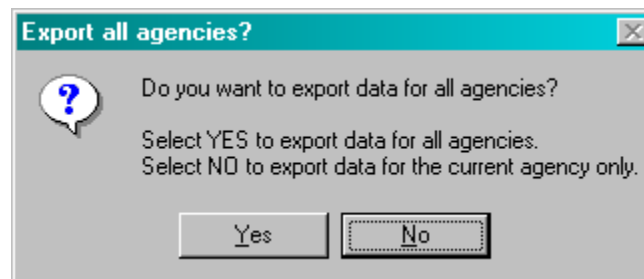
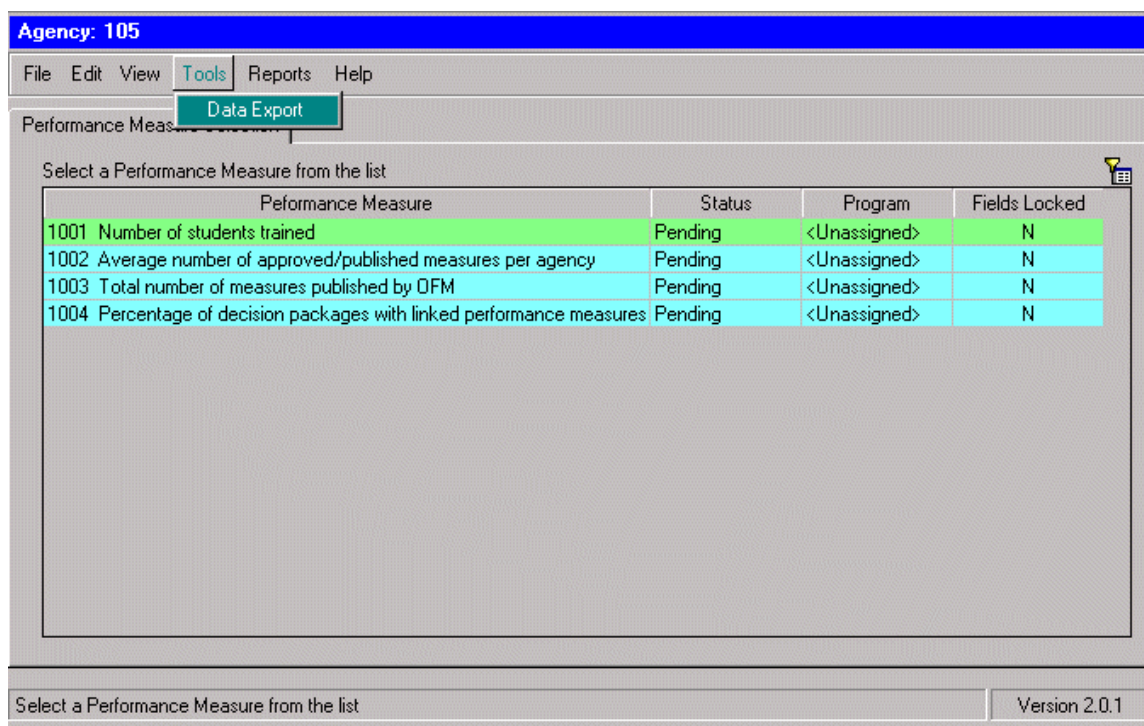
9. Review the resulting report.



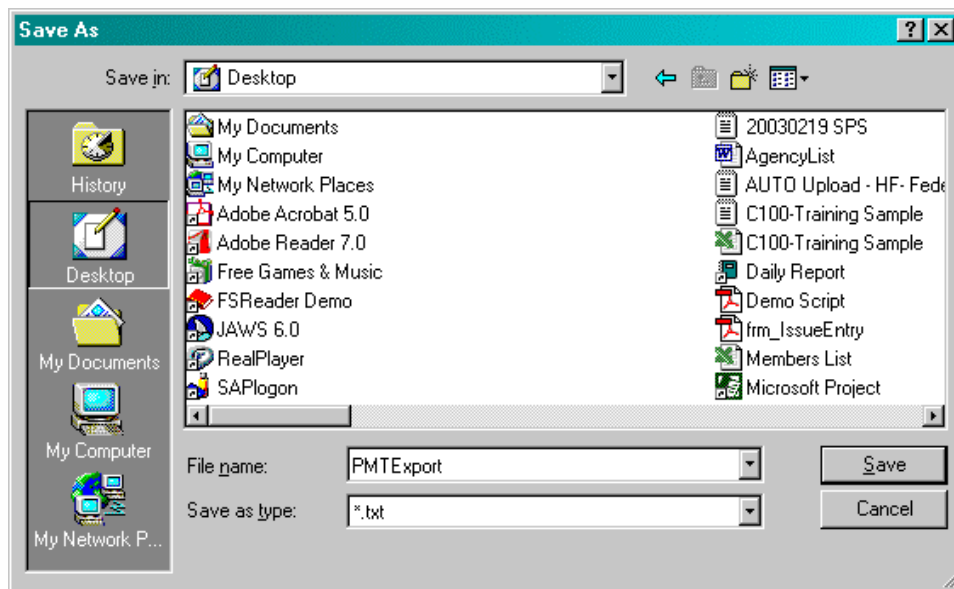
## Lesson 5 – Export Data

PMT also has the ability to export measures for use in Excel or for importing to an internal agency system. This lesson will provide basic instruction to exporting. It is the assumption that someone working with the exported data will understand the advanced functions of excel for analyzing datasets or importing data into other software or systems.

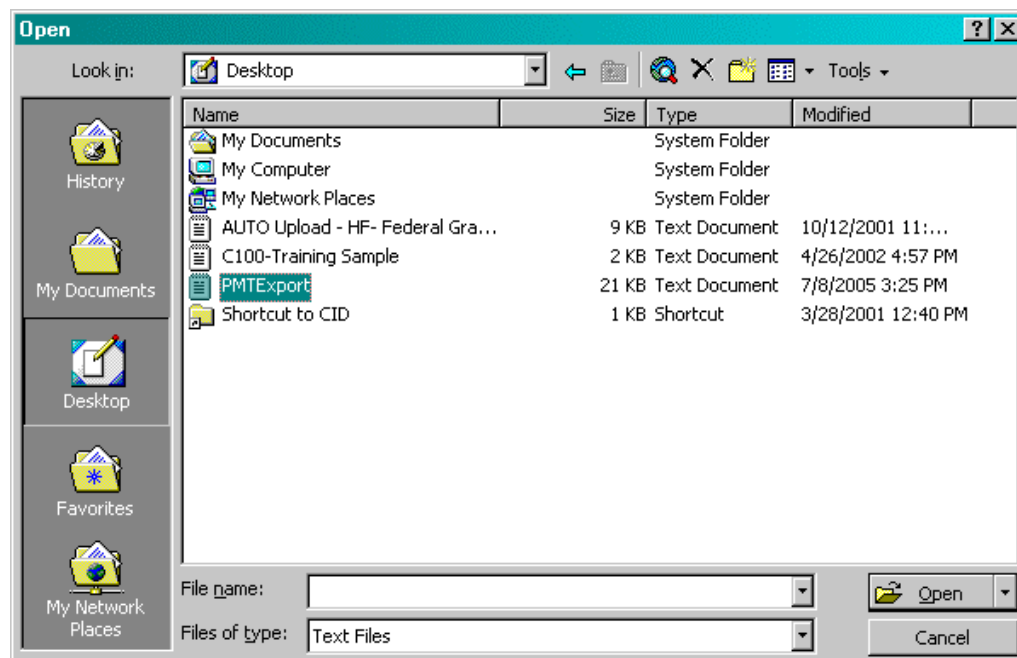
1. Close all Enterprise Reporting windows and return to **WinSum / Performance Measure Tracking**.
2. Select **Tools / Data Export** from the **PMT Menu** bar.



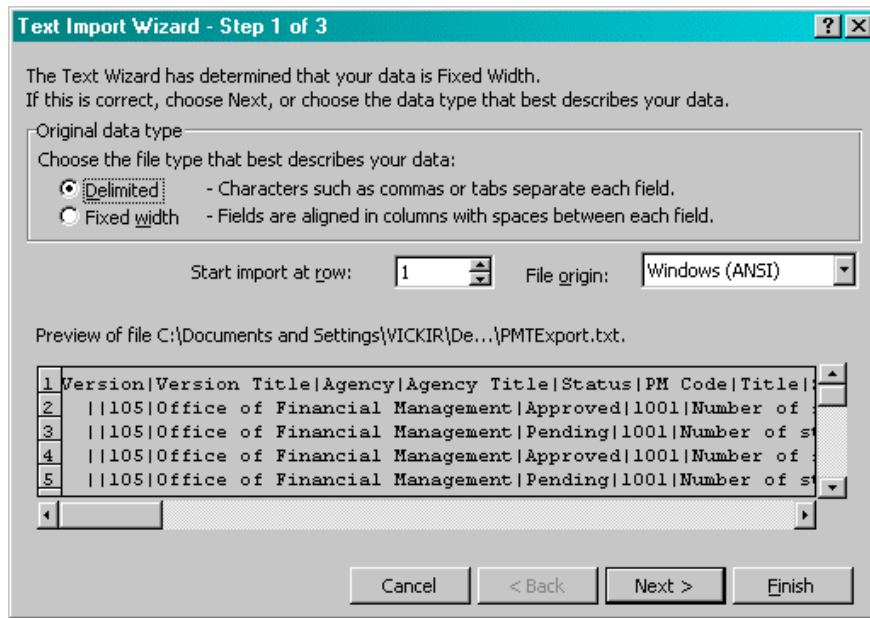
3. Click **No** to export only the current agency data.
4. Use the **Save As** box to select a location and name for the exported file and click **Save**.



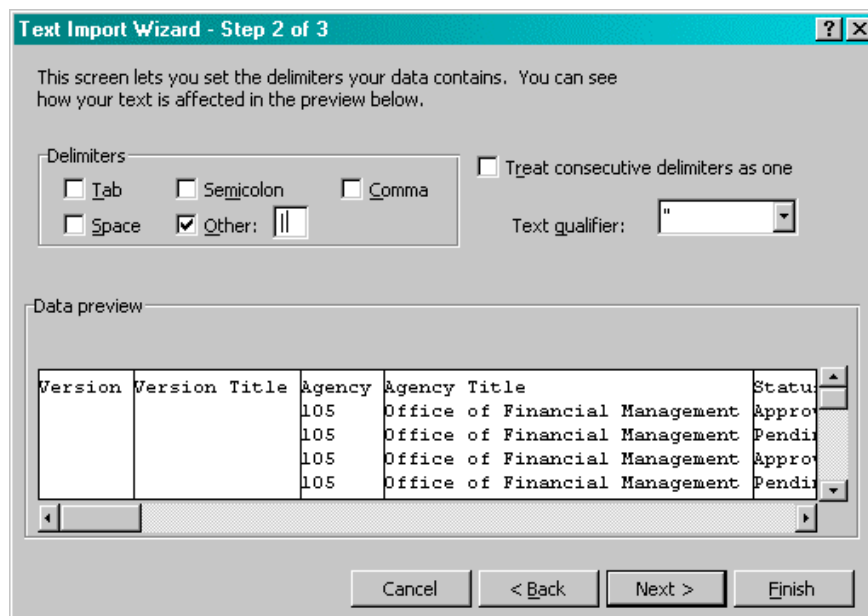
5. Open **Excel**.
6. Select **File / Open**.



7. Change the **Files of type** to **Text Files**.
8. Point the **Look in:** to the directory you saved the export in step 4 and click **Open**.

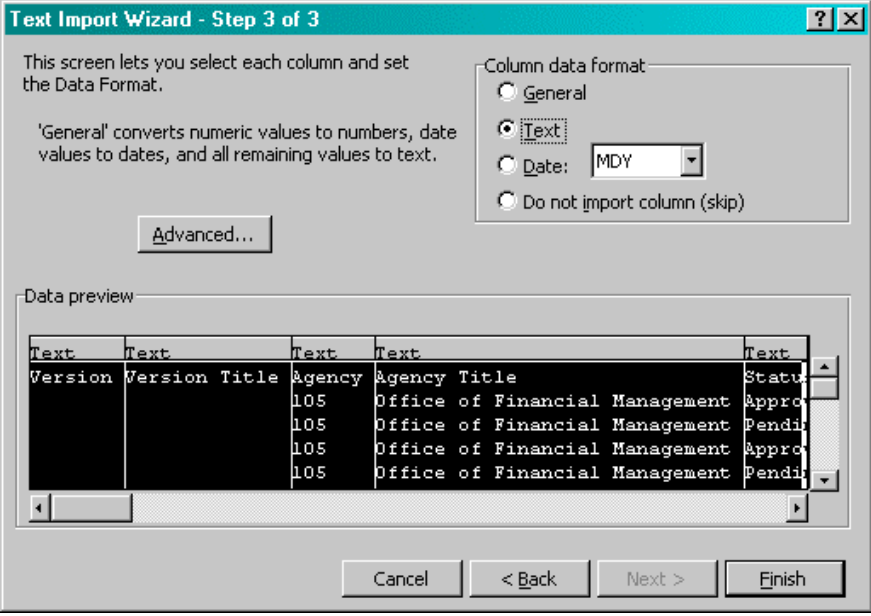


9. Select the **Delimited** option on the import screen then **Next >**.



10. Uncheck the box next to **Tab**, check the box for **Other** then type a | in the blank box. The | is called a pipe delimiter. The keystroke is **Shift - \** above the **Enter** key.
11. Click **Next >**.
12. With the first column highlighted, click the shift key and scroll all the way to the right and click the last column. This should highlight all columns.

13. Select **Text**. *Note: There are three columns you would actually want to have as **General**. You may find it easier to import it all as text then change the Budget, Estimate, and Actual columns to numeric values if needed later.*



The dialog box is titled "Text Import Wizard - Step 3 of 3". It contains instructions: "This screen lets you select each column and set the Data Format." and a note: "'General' converts numeric values to numbers, date values to dates, and all remaining values to text." There is an "Advanced..." button. The "Column data format" section has three radio buttons: "General", "Text" (which is selected), and "Date:" (with a dropdown menu showing "MDY"). There is also a "Do not import column (skip)" option. Below this is a "Data preview" section showing a table with five columns: "Text", "Text", "Text", "Text", and "Text". The data rows are: "Version", "Version Title", "Agency", "Agency Title", and "Status". The first four columns have data, while the "Status" column has empty cells. At the bottom are "Cancel", "< Back", "Next >", and "Finish" buttons.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Column data format:

☐ General

☒ Text

☐ Date: MDY

☐ Do not import column (skip)

Data preview

Text	Text	Text	Text	Text
Version	Version Title	Agency	Agency Title	Status
		105	Office of Financial Management	Appro
		105	Office of Financial Management	Pendi
		105	Office of Financial Management	Appro
		105	Office of Financial Management	Pendi

Cancel < Back Next > Finish

14. Then select **Finish**.
15. You should now have all of your performance measures plus statewide indicators in Excel. You can filter, organize, sort, pivot table, chart, etc. This data can also be imported into another system or Access.

## Appendix 1 - Business Notes

### Detail

- Programs available for performance measures are defined by programs in AFRS
- You need to change the filter to continue with the Performance Measure Detail screen when the no existing records match the filter selected.
- While you can navigate between tabs for the same measure without saving, you are required to save before moving to another measure.

### Status

- PMT assumes a hierarchy of how to display measures so you see only one copy when multiple statuses have been selected in the filter. The filter allows you to establish the status you want by setting the statuses to view by selecting one status at a time.
- All performance measures that had been in a status of **Edit** get released with a status of **Pending** once the agency releases to OFM. Approved measures retain their status since there were no changes submitted to OFM.

### Filter

- PMT assumes a hierarchy of how to display measures so you see only one copy when multiple statuses have been selected in the filter. The filter allows you to establish the status you want by setting the statuses to view by selecting one status at a time. Programs available for performance measures are defined by programs in AFRS.
- You need to change the filter to continue with the Performance Measure Detail screen when the no existing records match the filter selected.
- You may choose to limit the filter to one program if the agency has a large number of measures segregated by program. But for most agencies selecting all programs will allow you to get all estimates in at one time.

### Tracking

- **Date Measured** and **Comments** are intended for optional use when entering actual performance measures. This will be covered in Error! Reference source not found..
- The date of the last quarter measured will appear on reports when a date is entered.
- The comments of the last quarter measured will appear on reports when a comment is entered.

### Reports

- It is not required that you go to PMT to get performance measure reports. You can go straight to Enterprise Reporting with your browser and log in as you normally would for Fastrack reports.
- The date of the last quarter measured will appear on reports when a date is entered.
- The comments of the last quarter measured will appear on reports when a comment is entered.
- Clicking the **Add** button next to any field on the report selection screen will add all selections made in this screen to the report parameters.

## **Export**

- There are three columns you would actually want to have as General. You may find it easier to import it all as text then change the Budget, Estimate, and Actual columns to numeric values if needed later.

## TUTORIAL EVALUATION

### PMT for OFM Staff

	Strongly Disagree			Strongly Agree	
This tutorial was helpful in getting me through the business process	1	2	3	4	5
This tutorial was helpful in getting me through the system technical processes	1	2	3	4	5
Additional training was not necessary given the structure and content of this tutorial	1	2	3	4	5
The steps of the tutorial successfully anticipated the special needs of my agency	1	2	3	4	5
The tutorial was clear, concise, and easy to understand	1	2	3	4	5
I did not need to request additional assistance to complete the business process	1	2	3	4	5
It was easy to find answers to my specific question in this tutorial	1	2	3	4	5

The best feature of this tutorial is: \_\_\_\_\_

The worst feature of this tutorial is: \_\_\_\_\_

I found errors (grammar, punctuation, spelling, conceptual, technical) on the following pages:

\_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for taking the time to complete this survey. This information will be used in revising this tutorial as well as developing future BASS tutorials. Please remit to:

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